



COMMUNITY PRESERVATION ACT Town of Maynard

APPLICATION PROCESS

The Community Preservation Committee (CPC) looks forward to working with individuals and groups in the development of projects – small and large – that will enhance the Town of Maynard using Community Preservation Act (CPA) funds. If you have a project idea, be sure to inform yourself about the legal requirements as well as the inspiring possibilities of the CPA by visiting www.communitypreservation.org. Be advised that CPA funds cannot be used for the maintenance and upkeep of real and personal property, nor can CPA funds replace existing operating funds.

The CPC usually meets on the second and fourth Wednesday of each month at the Town Hall, Room 101. Meeting dates are posted at the Town Hall. Applications must be submitted by the first Friday of each month for consideration at the regular monthly meeting. The Committee may also request that you attend a meeting to present your idea in person.

The Town of Maynard CPC solicits proposals for projects that qualify for CPA funding. The CPC will review proposals and select projects to propose for CPA funding via Town Meeting vote in May 2008. Proposals can be submitted under one or more topic categories:

- Acquisition, creation, and preservation of open space
- Acquisition, preservation, rehabilitation, and restoration of historic resources
- Acquisition, creation, preservation, rehabilitation, or restoration of land or facilities for recreation
- Creation, preservation, and support of community housing.

Projects will be evaluated according to the following criteria: (not all criteria will apply to every project).

- Is consistent with Maynard's Master Plan, Open Space Plan, Freedom's Way Heritage Landscape Survey, and other planning documents that have been adopted by the Town
- Demonstrates practicality and feasibility, and demonstrates the ability to be implemented expeditiously and within budget
- Demonstrates urgency
- Exhibits affordability
- Serves a currently under-served population
- Serves multiple needs and populations
- Preserves or utilizes currently owned Town assets, and preserves the essential character of the Town
- Promotes acquisition of threatened resources
- Makes use of multiple sources of funding (does it leverage additional public and/or private funding?)
- Promotes use of local contractors where possible
- Produces an advantageous cost/benefit value
- Receives endorsement by other municipal boards or departments

Preliminary Application. This initial document will introduce your proposal to the Committee for determination of project eligibility. The completed application, along with a General Criteria Checklist and applicable Specific Category Checklists, should be returned to the CPC by mail.

Deadline: Submit by September 1, 2007 for consideration at the May 2008 Town Meeting. Although Preliminary Applications may be submitted at any time, project proposals received by the September deadline will have the best chance of being evaluated and processed in time to meet the deadline for Spring Town Meeting Warrant Articles.

Final Proposal for Funding. If the Committee determines that your proposal meets CPA guidelines, you will be mailed the Final Proposal for Funding to complete and submit for evaluation. The CPC will review the Final Proposal for Funding according to guidelines developed for community housing, open space, historic preservation, or recreation categories.

Deadline: November 1, 2007 for consideration at the May 2008 Town Meeting.

Review Process. Projects will be evaluated using the criteria checklists provided to you as well as your Final Proposal for Funding form. The CPC will review all applications and schedule meetings or public hearings beginning in December to assess each proposal. These discussions may lead to the need for proposal revisions. The CPC will select, from submitted proposals, those it will recommend for the May 2008 Town Meeting Warrant. The Committee anticipates that this process will be completed by its last meeting in January 2008.

Town Meeting Approval. Funding for each project must be approved at a Town Meeting. The Meeting can approve, reduce, or reject recommended amounts for a project, by majority vote.

Project Implementation. Funds for approved projects may be available following Town Meeting. Other funds may not be available until the Fiscal Year 2008. Payment of funds is subject to the satisfaction of any conditions or procedures established by the CPC. Invoice submission procedures will be given to project recipients following Town Meeting vote.

Application timeline for applicants seeking project recommendation for inclusion on the May 2008 Town Meeting warrant:

- September 1, 2007: Preliminary Application deadline
- November 1, 2007: Final Proposal for Funding deadline
- November through mid-January: Proposal review process, hearings, and revisions
- End of January: CPC completes list of recommended proposals for inclusion on the May 2008 Town Meeting Warrant Article

Other timelines may be created in order to bring proposals to a Special Town Meeting, when applicable. The Committee encourages the year-round submission of project proposals.

Conflict of Interest: The CPC is governed by Massachusetts General Law Chapter 268A Conflict of Interest Law, which regulates the standards of conduct of all state, county and municipal employees and volunteers, whether paid or unpaid, full or part-time, intermittent or temporary.